



DEPARTMENT OF PARKS AND RECREATION

Division of Boating and Waterways  
One Capitol Mall, Suite 500  
Sacramento, California 95814

Major General Anthony L. Jackson, USMC (Ret.), Director

November 7, 2013

Dear Applicant:

This letter describes the grant application process associated with the California Department of Parks and Recreation Division of Boating and Waterways (DBW) Aquatic Center Grant Program. The questionnaire, informational attachments, and worksheets are all available online at our website: [www.dbw.ca.gov/AquaticGrant.htm](http://www.dbw.ca.gov/AquaticGrant.htm).

The following information is provided in this letter:

1. Deadline to apply
2. Eligibility and grant requirements
3. Informational attachments
4. Funding request limits
5. Grant award schedule and availability of funds
6. Instructions for submitting applications

**1. Deadline to Apply**

In order to be considered for funding, applications must be postmarked **on or before December 20, 2013.**

**2. Eligibility and Grant Requirements**

Eligibility requirements are listed in the enclosure titled: *Aquatic Center Grant Program-Minimum Requirements and Information* and also in *Section I-Minimum Qualifications* of the Application Questionnaire.

Grant requirements, including insurance requirements, are listed in Exhibits B, C, D, and E. You must read all exhibits thoroughly to ensure that you can comply with the requirements listed in the exhibits.

**Federal reporting requirements of 2010:** If your application is approved and your grant award will total \$25,000 or more, you will be required to report under the Federal Funding Accountability and Transparency Act. To comply with the FFATA requirements, a successful applicant will be required to take the following steps during the grant agreement signature process:

- Complete the Subrecipient Monitoring Form
- Register in the federal [Central Contractor Registration system \(CCR\)](#)
- Apply for a [DUNS number](#).

This process can take up to a month, and DBW is prohibited by Federal law from releasing sub-award funding until these reporting requirements are completed.

### 3. **Informational Attachments**

The following attachments are for your use in the application process. Do not return these handouts with your application, except Exhibit E, discussed in Section 6 of this letter:

- **Aquatic Center Grant Program—Minimum Requirements and Information**  
This handout contains information concerning eligibility requirements, the Division's mission, and qualities of successful applicants.
- **Grant Exhibits**
  - Exhibit B*—Specific Terms and Conditions  
Requirements specific to the Aquatic Grants grant agreements
  - Exhibit C*—General Terms and Conditions  
Requirements present in all State of California grant agreements
  - Exhibit D*—Contractor Certification Clauses
  - Exhibit E*—Darfur Contracting Act
- **Justification of Need Background Notes**  
The notes contain elements that should be included in justifications for equipment or scholarship funding.
- **Curriculum Check Sheet Notes**  
The notes contain information and rules for completing the check sheets.
- **National Safe Boating Week Information**  
This handout contains information and parameters regarding funding for National Safe Boating Week event funding.

### 4. **Funding Request Limits**

The maximum amount any one organization can request is **\$42,000** and is broken down in the following manner:

- A combined limit of **\$40,000** for Equipment, Scholarship, and Instructor Training (**\$1,600** sub-limit on instructor training.)
- Up to **\$2,000** additional funding specifically for *National Safe Boating Week* events.

An applicant is not required to apply for all areas of funding. However, an application request cannot exceed the specified limits. Examples of funding limitations are as follows:

- An applicant that does not want funding for instructor training may still apply for up to \$40,000 in equipment and/or scholarship funding.
- An applicant that does not want funding for *National Safe Boating Week* may only apply for up to \$40,000 in equipment, scholarship, or instructor training, but may not apply for \$42,000.
- Other funding combinations include:
  - o \$40,000 for equipment only.
  - o \$40,000 for scholarships only.

Final grant award amounts are based upon the score your application receives. Administrative overhead costs outside of direct boating program costs (e.g. grant administration costs of parent entities such as foundations) are not eligible for funding.

## **5. Grant Award Schedule and Availability of Funds**

Grants should be awarded in early January 2014. Funds will be available beginning February 2014, or when a successful applicant's grant agreement has approved signatures from all parties. All grant awards made during this grant cycle are contingent upon the availability of funds.

## **6. Instructions for Submitting an Application**

Please ensure that all applicable parts of Items A-H, listed below, are included in your application. An application must be organized in the following order:

- A. **Intent to Apply**  
Organizations who have never received grant funding before must complete the form *Intent to Apply for Grant Funding*. This form must be submitted to the Division by December 2, 2013. The form may be faxed, scanned and emailed, or mailed. (If mailed, it must be postmarked by December 2, 2013.)
- B. **Application Cover Form**
- C. **Application Questionnaire**

**Instructions for Submitting an Application *continued***

D. **Worksheets** All applicable worksheets should be organized in the following order, with pages numbered:

1. *Boating Safety Courses Offered*
2. *Boating-Related Events*
3. *Equipment Inventory List*
4. *All equipment worksheets in line item order*
5. *All scholarship worksheets in line item order*
6. *All instructor training worksheets in line item order*
7. *All National Safe Boating Week worksheets in line item order*
8. *Course Curriculum Check Sheets*
9. *Budget Page* (no double siding) This page will be the last page of Exhibit A.

E. **Exhibit E, Signed Darfur Contracting Certification**

F. **Organization's Nondiscrimination Policy**

- An application must be submitted free of staples or bindings. You may use clips to keep pages/sections together to allow for ease of processing.
- Do not embed any graphics/photos into your application. If you want to submit photos, please submit them in a separate attachment such as a CD.
- Please type your answers into the questionnaire and worksheet in the templates provided without reformatting the document. The templates have the appropriate headers; the footer provides a place for the applicant's name and automatic page numbering.
- The questionnaire and worksheets except the budget page may be submitted double sided. The budget page must be on a separate page.
- Submit one original plus two copies of the application.
- Applicants must mail hard copies of the complete application package (postmarked by the stated deadline) to the following address. Digital files are welcome with the hard copies.

California Department of State Parks  
Division of Boating and Waterways  
1 Capitol Mall, Suite 410  
Sacramento, CA 95814  
**Attention: Aquatic Center Grant Program**

Please ensure that you use the specified "Attention" line shown above so that your application does not get misrouted to another unit. It is strongly recommended to send applications by some form of mail that has tracking abilities (e.g.: Fed Ex, U.P.S., or registered U.S.P.S. mail.

Questions regarding the application process should be directed to either Amy Rigby or Joleane King by phone or email listed below.

Sincerely,



Amy Rigby  
Associate Boating Administrator  
(916) 327-1848  
(916) 327-1772 (fax)  
amy.rigby@parks.ca.gov



Joleane King  
Associate Boating Administrator  
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